

# NOTICE

## **General Information on Vermont New Hire Reporting Requirements**

Welfare reform legislation, also known as the Personal Responsibility and Work Opportunity Reconciliation Act, enacted in 1996, provides for strong measures for ensuring that children receive financial support. New Hire Reporting is an integral part of this legislation. New Hire Reporting is a process by which you, as a Vermont employer, report information on newly-hired employees to the Vermont Department of Labor (VDOL). States will match new hire reports against their child support records to locate parents, establish an order for child support, or enforce an existing order. This information is also transmitted to the National Directory of New Hires which allows the Federal Office of Child Support Enforcement to assist States in locating parents on a national level.

New Hire Reporting will result in significant increases in child support collections, reduction in welfare payments, and millions of dollars saved in Medicaid and Food Stamps. New Hire Reporting can also benefit employers by reducing unemployment and worker's compensation fraud.

This law is **effective October 1, 1998**. This law requires you to report minimal information for each new employee hired or rehired on or after October 1, 1998.

### **Who must I report?**

All hired or rehired employees for whom you complete a W-4 form.

### **What must I report?**

- Employer name
- Employer address
- Federal Employer Identification Number (FEIN)
- Employee name
- Employee address
- Employee Social Security Number
- Date employee actually began working

### **When must I report?**

- Within 20 days of hiring or rehiring an employee.
- For Magnetic or electronic reports: 2 monthly transmissions not less than 12 days or more than 16 days apart.

### **Where do I report?**

VDOL – New Hire Reporting  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488

### **How do I report?**

- Internet
- Electronic / magnetic media
- Fax
- Mail



## METHODS OF REPORTING

You may choose one of these convenient reporting methods:

- ◆ **Internet:** This allows quick and easy online reporting. New Hire Reporting forms for mailing or faxing can also be downloaded from this website.

**<http://www.labor.vermont.gov>**

- ◆ **Magnetic Tape and Diskette:** Data specifications can be obtained online at [www.labor.vermont.gov](http://www.labor.vermont.gov) or by calling the Vermont Department of Labor at 802-828-4253.
- ◆ **Forms:** Submit your new hire information using the Vermont Department of Labor's *New Hire Reporting Form* or create your own form ensuring that it includes the seven required data elements.
- ◆ **W-4 Form:** After a new hire completes this federal form, fill in the required employer information on line 8 and 10 of the form. Be sure to include the date employee actually began working. Fax or mail a copy of the W-4 form to the Vermont Department of Labor.
- ◆ **Fax:** The following to the Vermont Department of Labor:
  - the Vermont Department of Labor's *New Hire Reporting Form*, or
  - a form you created that includes the seven required data elements, or
  - a copy of the W-4 form, to: **Fax: (802) 828-4286**
- ◆ **Mail:** You can also mail the above forms, magnetic tape or the diskette to:  
**Vermont Department of Labor  
New Hire Reporting  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488**

For additional help or information about Vermont New Hire Reporting call the Vermont New Hire Help Line to talk to a customer service representative: **(802) 241-2194 or Toll Free 1-800-786-3214.**